

**SECRET**

OC-17-70-157  
12 MAR 1970

25X1

MEMORANDUM FOR: DDS Information Processing Coordinator

SUBJECT : Savings Through the Use of Computers

REFERENCE : DD/S 70-0672 (16 February 1970)

1. In response to the reference, attached herewith is a series of Office of Communications' component reports which show how this office has saved personnel positions, handled increased workloads, or used computers to accomplish work tasks that would otherwise be beyond our capability to perform.

2. Should questions arise related to the attachments to this memorandum, contact the undersigned for more detailed information.

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**SIGNED**

[Redacted]  
Executive Assistant  
Office of Communications

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Attachments: (6)

- 1 - OC-A Report
- 2 - OC-CS Report
- 3 - OC- [Redacted]
- 4 - OC-CCD Report
- 5 - OC-SCD Report
- 6 - OC-BPD Report

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification